

\* Selection of personnel who do not meet documented experience and education requirements for the TWCP project position being considered may be assigned to the position only after review and favorable recommendation by the functional manager, with documentation to the personnel file. Candidates who do not meet the education requirements for the position may be assigned to the position based upon equivalent experience and specialized, job-related training, in accordance with the Kaiser-Hill Team Salary Administration Program and the Collective Bargaining Agreement, Job Position Descriptions. Candidates who do not meet the experience requirement will only be assigned to work in the position under direct supervision of a fully qualified individual.

### 7.3 Personnel Qualification

TWCP personnel are qualified based on education, experience, and training to perform project work. Qualification is a result of the process of personnel selection and training required to effectively accomplish duties of a TWCP position or to perform a TWCP task. Qualification may also involve a formal qualification document (QD) for positions in which personnel perform specialized, complex tasks. Qualification is performed in accordance with the RTM and the implementing work instruction "*Development and Use of Qualification Documents (QDs)*", INSTR 006, or equivalent processes and procedures developed or adopted by RFCSS and SSOC. In some cases where technical or craft proficiency must be verified, personnel are subjected to a certification process, e.g., as stipulated by national standards of the American Society of Welding (ASW) or American Society Non-destructive Testing (ASNT).

TWCP job positions requiring formal qualification (QD) are identified in the TWCP Project Training Matrix, Appendices 1 and 3 by footnote. Formal QDs required for TWCP tasks are:

- 1) reviewed during development by the PTO, and
- 2) approved for use by the training manager for the company responsible for execution of the task (RMRS, SSOC or RFCSS).

Upon successful completion of all QD requirements by the candidate, management documents that the candidate has met all job position training requirements for the TWCP.

### 7.4 Administration of Training

Administration of TWCP training is in accordance with the RTM, or equivalent RFCSS and SSOC processes and procedures. Training coordinators are responsible for working with supervisors and managers to acquire listings of TWCP personnel requiring initial or ongoing training based on documented job analyses and training needs assessments. The coordinators schedule and track the performance and attendance of TWCP training, capture evidence of training completion and transfer records to the Site Training and Scheduling Records (TSR) System in Building 131, Training Records (TR), pursuant to the RTM and implementing work instruction, "*Tracking/Scheduling Training and Qualification & Retention of Records for Training*", INSTR 003, or equivalent processes and procedures developed or adopted by RFCSS and SSOC. On-the-job training and required reading/lessons learned training, and other training elements which are part of Continuing Training Programs are administered by functional managers and their training coordinators in accordance with Section 7.6. Records for all training activities listed on Appendices 1 through 3 must meet project-specific records administration requirements described in Section 7.8.

On a monthly basis, the RMRS Training organization assembles training and qualification data on all personnel assigned to the TWCP project and related Residues Program positions. This data comes from the TSR system and records of other training and qualifications submitted to the TWCP project files. A monthly Personnel Training Status Report (PTSR)

is assembled by the third business day of the next month and provided to the PTO, PQAO and Project Manager for review. The report contains the following information: 1) a list of personnel with training and/or qualification deficiencies, their position title, and functional manager's name; and 2) the titles, course numbers and TIP matrix codes of training elements causing the deficiencies. The Project Manager, with written concurrence by the Project Training Officer, analyzes the deficiencies and issues the report and letters to functional managers informing them of any work restrictions for their personnel by the fifth business day of the month. Restrictions are effective immediately and end without further notice when the deficiencies identified in the PTSR are remedied. The PQAO uses data from the PTSR for trending purposes.

#### 7.5 Development and Conduct of Training

Development and conduct of TWCP training will be performed in accordance with the RTM and the implementing work instruction, "*Design and Development of Training Material*", INSTR 011, or equivalent processes and procedures developed or adopted by RFCSS and SSOC, and, guidance in the TUM. Types of training which may be employed based on the work setting, knowledge or skill level required may include indoctrination, briefing, required reading, performance demonstration, classroom instruction, on-the-job training, facility walk-throughs, and QD.

#### 7.6 Continuing Training

Continuing training will be scheduled and provided to TWCP personnel as needed to maintain job proficiency and qualification. Continuing training will be in accordance with the RTM and the implementing work instruction "*Operating Organization Requirements for Continuing Training Programs*", INSTR 013, or equivalent processes and procedures developed or adopted by RFCSS and SSOC. Continuing training for the TWCP includes the following elements:

- Training courses that must be repeated on a frequency or have an associated refresher course are part of the continuing training program.
- Formal qualification (QD) is repeated at a designated frequency, or a formal requalification package is completed. As designated in the nuclear facility TIP for positions which are part of a nuclear facility operating organization (see Section 3.3), continuing training for positions covered by a QD may also involve periodic performance demonstration or examination on portions of the task governed by the QD.
- Briefings and readings on program-specific changes, operating experiences and lessons learned.
- Document Change Forms (DCFs) on project requirements documents and procedures are the subject of continuing training through classroom training, seminars, briefings, on-the-job training or required reading, as applicable to each situation.

Continuing training and qualification elements which have course numbers are considered formal continuing training and are listed on the project training matrices in Appendices 1 through 3. Formal continuing training is subject to the record-keeping requirements of Section 7.8. Other continuing training records are non-QA records maintained by responsible management in coordination with the training departments of the prime contractors.

#### 7.7 Minimum Training Requirements

TWCP training equals or exceeds the minimum training requirements specified in CAO-94-1010 and the TWCP QAPjP.